

PowerPoint 2010, Part 2: Slides, Media and Present

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Prerequisites: This course assumes very little familiarity with Microsoft PowerPoint 2010. This course is part of 2 courses; PowerPoint 2010: Format, Layouts & Graphics; and PowerPoint 2010: Slides, Media & Present. Please be sure to view the courses in order if you are new to the material.

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Course description: In this 2 part learning series you will learn the ins and outs of using PowerPoint 2010. You'll see the basics and options of PowerPoint then move onto writing, formatting and using the outlines. Next you'll see how to create and use layouts, place holders and themes. Then you will see how to create and apply Master pages, apply graphics and create drawings. Then you'll learn how to organize your slides and apply media enhancements. Then you'll close the courses out by learning the different ways to print a PowerPoint presentation and how to publish it.

Course outline:

Organizing Slides

- Introduction
- Move, Copy, and Paste Slides
- Delete, Duplicate, Hide Slides
- Zoom in & Change Orientation
- Group Slides into Sections
- Animations & Action Buttons
- Select and Format Objects
- Move and Resize Objects
- Flip/Rotate Objects, & Effects
- Using Word Art
- Hyperlinks & Grouping Objects
- Object Order, Grid & Guideline
- Nudge and Align Objects
- Summary

Slides and Media Enhancements

- Introduction
- Apply & Preview Animations
- Add & Change Animation Effects
- Animation Trigger & Timing
- Reorder & Remove Animations
- Insert an Action Button
- Applying Transitions
- Remove Transitions
- Transition Sounds and Speeds
- Insert Pictures & Add Borders
- Brightness, Contrast and Color
- Remove Background, Add Effects

- Summary

Media Enhancements & Printing

- Introduction
- Layout Effects and Screenshots
- Insert and Trim Audio Clips
- Insert and Trim Video Clips
- Reviewing and Comments
- Show Types & Show Options
- Narration & Running Slideshows
- Package a Presentation
- Print Preview & Print Slides
- Print Hidden Slides & Handouts
- Printing Outlines and Notes
- Summary

Publishing Presentations

- Introduction
- Print in B&W and Grayscale
- Compare Presentations
- Video Presentation & Handouts
- Save Presentation as Slideshow
- Broadcast a Presentation
- Start/End Slideshow & Navigate
- The Pointer & Switch Programs
- Presenter View & Resolution
- Summary